

Sector Command Briefing Guideline

SUMMARY: When briefing the Sector Command staff, particularly regarding cases occurring at night, it is important to follow a standard briefing format. This form will provide a standard list of items to brief the Sector Command Staff, and shall be used to brief all cases.

- Good (morning, afternoon, evening)
CDR/CAPT, this is the CDO, (Rank and name)
- Time on deck is (local time)
- I am calling to brief you on a (type of case, i.e. SAR, LE, PS)...case
- Provide incident summary:
 - If applicable, include why incident meets the briefing thresholds, i.e why this is important
 - Actions taken by the Command Center
 - Weather
 - Other units involved/personnel briefed
- Recommendations for future actions or decision to be made at the command level.
 - Include concurrence or other recommendations from senior staff or watchstanders.
- Clarify next actions and when command staff want to be updated (if applicable).

